



## **Request for City Council Committee Action from the Department of Human Resources**

**Date:** November 12, 2013

**To:** Mayor R. T. Rybak and the Executive Committee

**Referral to:** Ways and Means Committee

**Subject:** New Appointed Position: Deputy Director, Animal Care and Control

543 points/Grade 12 (\$83,947- \$92,783)

### **Recommendation:**

1. Find that the proposed position meets the criteria in Section 20.1010, Council to Establish (Appointed) Positions, as follows:
  - (1) The person occupying the position will report to the head of the designated city department or the designated city department head's deputy.
  - (2) The person occupying the position will be part of the designated department head's management team.
  - (3) The duties of the position involve significant discretion and substantial involvement in the development, interpretation, or implementation of city or department policy.
  - (4) The duties of the position do not primarily require technical expertise where continuity in the position would be significant.
  - (5) The person occupying the position needs to be accountable to, loyal to, and compatible with the mayor, the city council, and the department head.
2. Approve the proposed position: Deputy Director, Animal Care and Control;  
543 points/Grade 12 The position is FLSA – Exempt
3. Approve an annual salary for the position in accordance with the adopted appointed employee's compensation plan, effective November 20, 2013, as follows:

Step A	Step B	Step C	Step D
\$83,947	\$88,365	\$91,016	\$92,783

**Prepared or Submitted by:** Michael Hebner, SPHR

Human Resources Senior Consultant/Classification; 673-3119

**Approved by:** \_\_\_\_\_

Patience Ferguson  
Director of Human Resources

Paul Aasen  
City Coordinator

**Presenters in Committee: Pamela Nelms. CCP, SPHR**  
**Human Resources Senior Consultant**

**Financial Impact** (Check those that apply)

☒ No financial impact (If checked, go directly to Background/Supporting Information).

☐ Action requires an appropriation increase to the ☐ Capital Budget or ☐ Operating Budget.

☐ Action provides increased revenue for appropriation increase.

☐ Action requires use of contingency or reserves.

☐ Business Plan: ☐ Action is within the plan. ☐ Action requires a change to plan.

☐ Other financial impact (Explain):

☐ Request provided to department's finance contact when provided to the Committee Coordinator.

## **Background/Supporting Information**

Dear Mayor Rybak:

With the reorganization of the Regulatory Services Department which has occurred in 2013, a request to establish an appointed position to oversee the Animal Care and Control Division, which has historically been overseen by a Grade 11 Manager position, has been received. The new position will report directly to the Director, Regulatory Services and serve on the Departmental Management Team. There are changes to the work and responsibilities

The duties proposed for the position include but are not limited to:

- Lead the Minneapolis Animal Care and Control Division by directing the division's many business lines; including 24 hour public safety response.
- Coordinate all areas of animal care and control services with other City Departments and outside agencies. Ensure coordinated efforts to ensure efficiency and effectiveness in the delivery of City services, including;
  - Work with 311, 911, and Police Department on coordinated response to emergency and non-emergency service calls; including response protocols.
  - Work with the City Attorney's Office in the pursuit of criminal convictions.
  - Emergency Preparedness Planning and develop emergency plan for animal sheltering.
- Assist the Director on animal care and control matters while serving on the Regulatory Services executive management team.

- Assist in the development and oversee the implementation of the division business plan and annual budget.
- Manage all FTEs assigned to Minneapolis Animal Care and Control.
  - Recruit, hire, coach, correct, discipline and terminate employees as appropriate...
  - Develop and prioritize work assignments.
  - Oversee performance appraisals.
  - Ensure policies, procedures, and training that ensures the safety of individuals involved in enforcement
- Manage all division's financial matters.
  - Work with the Finance Department on budgetary requests and administration.
  - Accountable for managing and monitoring the division's budget, to ensure appropriate spending of tax, donation, and grant dollars with appropriated budget and funds.
  - Oversee grant and donations management.
  - Oversee all contracts, including for field veterinary services.
  - Oversee licensing, fees, fine, and permit revenue.
- Work directly with the Director and City Council Members to improve City ordinances and State laws related animals and obtain approval of division's budget and operations.
  - Draft and move for approval amendments to ordinances and state statutes.
  - Provide documentation and work with Council Member's related to division's budget operations requests.
  - Testify at council and legislature committee meetings.
- Manage all aspects of physical assets.
  - Facility maintenance and improvement; including security, equipment maintenance and replacement, and system operations.
  - Fleet - including daily operations, budget requests, and replacement cycle.
  - Equipment acquisition and maintenance.
- Manage, coordinate, and implement a response plan for handling over 17,000 animal control service calls annually; developing a priority response based on the City's Goals and the Department's core values.
- Responsible for ensuring division's compliance with Federal, State and City laws.
  - Interpret Federal, State and city laws for staff.
  - Manage and monitor the administrative citations program
  - Prepare and assist staff in preparing court cases.
  - Procure and execute search warrants.
  - Manage, review, present, and sign court complaint summons against violators.
  - Review bite incident reports and dangerous animal reports and make dangerous animal declaration and quarantine decisions per City Ordinance and State Law.
  - Present cases at dangerous animal hearings and testify in court cases.
- Responsible for managing all of Minneapolis Animal Care and Control's shelter operations and programs, including policy and procedure development, implementation, monitoring, and modification when appropriate
  - City's pet license program,
  - Review and approval of permits for animals and animal events.
  - Care and handling of sheltered animals. Ensuring the highest level of care of owned and non-owned animals in the city's care.
  - Euthanasia operations and other population control options.
  - Animal adoptions program. Public adoptions and transfers to humane organizations and rescue groups to permanently place animals in responsible, safe environments.
  - Facility operations including counter service desk operations, animal staging area, and veterinarian service area, and loading area.
  - Volunteer and donations programs.
- Develop and maintain positive relationships with community leaders, residents, Elected Officials, the media, the Humane Society, and other stakeholders.
- Represent the division at the Minnesota Legislature, community meetings, public events, and press conferences regarding public safety, code compliance, and program and policy development.

- Respond to and resolve resident inquiries and complaints.

**Below is a summary of the study conducted to ensure proper evaluation of the position.**

<b>Factor</b>	<b>Points</b>	<b>Analysis</b>
Pre-requisite Knowledge	60	The position will require a Bachelor's Degree from an accredited institution or equivalent, and five years of experience which has included enforcement, ordinance development, policy work, and three years of supervisory experience.
Decisions and Actions	60	At this level decisions tend to have greater impact on the organization due to greater city-wide impact, more notable budgetary impacts, or longer-term impacts. These positions are higher level managers and administrators who typically are one or two levels down from the Department Head, depending on the size and makeup of the Department. At this level work is varied and complex, usually involving multiple phases of a major function.
Supervisory Responsibility	20	The position will supervise two Assistant Manager Animal Control positions and two analyst positions. It will have management authority over 19 positions.
Relationships Responsibility	60	The position will have frequent contact with all levels of Regulatory Services Department Staff regarding operational concerns and areas where collaboration is required. It will have daily contact with a variety of City Departments regarding ordinances, complaints, calls for service, and animal welfare. As the top position in the Animal Control function this position will take responsibility for all politically sensitive and controversial communications. It will handle Contact with community stakeholders as required. It will be contact point for the media. The position will be a focal point with stakeholders in animal control related matters.
Working Conditions	25	The position will frequently be subject to animal shelter conditions and there will be contact with upset individuals threatening physical harm. The position also entails an on-call status for some situations that develop.
Effort	60	Jobs at this level are managers over significant work units and initiatives in the City. They are responsible for planning and organizing work functions and are under pressure to deal with problems that arise in units under them. These jobs deal with significant challenges. At this level positions are dealing with setting priorities and ensuring compliance to City goals and objectives. There is pressure to meet expectations and pressures driven by budget, project related deadlines, In the position there is stress involved in dealing with shelter management issues including the destruction of animals.

**Attached: Classification Report**